

**NORTH LONDON GRAMMAR SCHOOL**

**ADMISSIONS POLICY**

**September 2017**

## **Policy Statement**

North London Grammar School (NLGS) welcomes pupils of all faiths, cultures, races and family backgrounds. We are happy to admit a pupil with a disability as long as both parents and school conclude that we can provide appropriately for the child's specific needs. The school seeks to ensure that disabled prospective pupils are not treated less favourably or unfairly in the admissions process and will take reasonable steps to avoid putting disabled pupils at a substantial disadvantage in matters of admission.

NLGS welcomes applications for admission from all sections of society and is non-discriminatory in line with the Equality Act (2010) and Equality Policy. This applies to all pupils (including boarders and the requirements of the National Minimum Standards for Boarding Schools (2011), 16), and includes inappropriate discrimination on the grounds of: gender; age; religion or belief; physical ability or disability (including HIV status); learning ability; other special educational needs or academic or sporting ability; race (including colour, nationality, ethnicity, family, cultural or linguistic background); marital status and civil partnership; sex; sexual orientation; trade union membership; part-time and fixed-term working; gender reassignment; pregnancy and maternity. These factors are taken into account in the care of our community members so that care is sensitive to different needs. (Please refer to School's Accessibility Plan)

NLGS places pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school notifies the local authority at the earliest opportunity to prevent the child from going missing from education.

It is important that the admission register is accurate and kept up to date. NLGS regularly encourages parents to inform them of any changes whenever they occur. This can assist the school and local authority when making enquiries to locate children missing education.

NLGS monitors attendance and addresses it when it is poor or irregular. The school informs the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority.

## **Aims**

- a. To give children and parents as much information as possible about North London Grammar School and the education we provide.
- b. To set out the criteria by which the school accepts pupils for admission.
- c. To make sure that each child has a happy and positive start to school.

## **Procedures For Parents**

When parents first contact the school, they are initially provided with an application pack and a copy of the school prospectus which invites them to visit the school to see it in action and to discuss their child's needs.

- (i) Contact Admissions for information and book a tour
- (ii) Book Entrance Test online
- (iii) Book Interview online to Register your child
- (iv) Accept Offer Letter and pay deposit
- (v) Pay first term's fees or first year's fees to secure a place
- (vi) Escort your child to the Induction Day

Parents may follow up the initial enquiry by making an appointment to see the Admissions Officer or a member of the senior leadership team in order to discuss their child's possible admission to the

school, and to look around the school (with or without their child) prior to the child being admitted.

The parent then books an entrance test for their child online through our website. After the child has passed the entrance test and interview stage, an Offer Letter for a school place is given.

Once a place has been offered and parents have accepted the place, they are asked to complete any remaining application documents and pay an initial deposit which is non-refundable.

Parents are able to secure a place as soon as the the first term's fees of first year's fees have been paid.

Parents are then able to take their child to the Induction Day for Year 7 students.

Once the child has been admitted, parents are asked to keep in close contact with the class teacher to ensure that their child's transition to a new school is a smooth one.

Children may be admitted at any time during the academic year provided there is a place.

Prospective boarders must submit their most recent school report with their application. We consider boarding applications throughout the year, but prospective pupils are strongly advised to apply in September/October of the year prior to entry, or as soon as their Summer Term report from the previous year is available for consideration by the Head of Boarding.

### **Procedures for School**

Admission is based on

- A satisfactory report from the prospective pupil's previous school from Year 6 upwards.
- The successful completion of entry assessments for all pupils entering Year 7 to Year 13.
- The completion of a signed declaration by all parents of the prospective pupil, which informs the school of all known special educational needs of the prospective pupil concerned
- Where applicable overseas students are required to undertake a language proficiency assessment before a place is offered. This includes a written assessment and may also include an interview in person or via electronic media such as skype
- Completion of the entrance procedure, as set out below, for each year group of entry

NLGS is committed to ensuring that the Admissions Register is maintained in accordance with Education (Pupil Registration) (England) Regulations 2006,(13). From the beginning of the first day on which the school has agreed or been informed that the pupil will attend the school, an entry will be made in the school's Admissions Register in line with the Education (Pupil Registration) (England) Regulations 2013.

The parents will be contacted about the results of the entrance test as mentioned above and the successful children will then be invited back for an interview. The parents will be asked to book online for an interview which automatically registers the child. After the interview an Offer Letter will be issued and when the deposit and all the documents for admissions are filled in and returned with the Acceptance Form, the Confirmation Letter is sent to the parents.

Once the first term's fees or first year's fees have been paid, the school secures a place for that child. An Induction Day is organised for all the newly enrolled Year 7 students where sample lessons are arranged with the Year 7 form tutor and teachers. As soon as the child starts school, the school

office requests records from the previous school.

NLGS reserves the right to refuse entry and progress into any year from Year 7 to Year 13 if the school's structure, in the opinion of the relevant Headteacher and teachers, does not meet the educational, pastoral and social needs of the pupil concerned.

Parents have the right to appeal against an unsuccessful application using the school's Complaints Procedure. The way in which NLGS deals with pupil exclusion and removal is set out in the Exclusions Policy. Therefore, this Admissions Policy should be read in conjunction with the School's Behaviour Policy and Exclusions Policy.

### **Admissions Register (for school use)**

- On taking up a place at the school an entry is made in the Admissions Register.
- The Admissions Register is held on electronic format on the School's database system.
- The Admissions Register is stored on the computer, copied electronically to a back up memory device.
- The person responsible for the administration of the Admissions Register is the Admissions Officer.
- Copies of the Admissions Register are held at the school for a minimum of 3 years
- The Admissions Register allows for the inclusion / deletion from the register and is done in line with the Education (Pupil Registration) (England) Regulations 2013

The following items are recorded in the Register:

- ✓ Full Name
- ✓ Gender
- ✓ Name and address/email address of all parents/guardians and/or carer with an indication of the parent/guardian and/or carer with whom the pupil normally resides
- ✓ At least one telephone number at which the parent/guardian can be contacted in an emergency
- ✓ Date of Birth
- ✓ Date of Admission / Re-admission
- ✓ Name and address of previous school
- ✓ Whether the pupil is a day pupil or boarding
- ✓ Name of Year Group on entry (eg Year 7)

### **Children Missing education**

Where a parent notifies a school that a pupil will live at another address, all schools are required to record in the admission register:

- the full name of the parent with whom the pupil will live;
- the new address; and
- the date from when it is expected the pupil will live at this address.

Where a parent of a pupil notifies the school that the pupil is registered at another school or will be attending a different school in future, schools must record in the admission register:

- the name of the new school; and
- the date on which the pupil first attended or is due to start attending that school.

Schools are required to notify the local authority within five days when a pupil's name is added to the admission register. Schools will need to provide the local authority with all the information held within the admission register about the pupil. This duty does not apply to pupils who are registered at the start of the school's youngest year, unless the local authority requests for such information to be provided.

Schools must also notify the local authority when a pupil's name is to be deleted from the admission

register under any of the fifteen grounds set out in the Education (Pupil Registration) (England) Regulations 2006 as amended, as soon as the ground for deletion is met and no later than the time at which the pupil's name is deleted from the register. This duty does not apply where the pupil has completed the school's final year, unless the local authority requests for such information to be provided.

A pupil's name can only be deleted from the admission register under regulation 8(1), sub-paragraph (f)(iii) or (h)(iii) if the school and the local authority have failed to establish the pupil's whereabouts after jointly making reasonable enquiries. Advice on carrying out reasonable enquiries can be found in the Children Missing Education guidance.

Where a school notifies a local authority that a pupil's name is to be deleted from the admission register, the school must provide the local authority with:

- the full name of the pupil;
- the full name and address of any parent with whom the pupil lives;
- at least one telephone number of the parent with whom the pupil lives;
- the full name and address of the parent with whom the pupil is going to live, and the date the pupil is expected to start living there, if applicable;
- the name of pupil's destination school and the pupil's expected start date there, if applicable; and
- the ground in regulation 8 under which the pupil's name is to be deleted from the admission register.

Schools and local authorities should work together to agree on methods of making returns. When making returns, the school should highlight to the local authority where they have been unable to obtain the necessary information from the parent, for example in cases where the child's destination school or address is unknown. Schools should also consider whether it is appropriate to highlight any contextual information of a vulnerable child who is missing education, such as any safeguarding concerns.

## **Entrance Examinations**

### **Entry at 11+ and 13+:**

Candidates are invited to NLGS throughout the year for entrance examinations. They take a Cognitive Ability Test for Verbal, Non-Verbal and Numerical Reasoning. All papers are designed to bring out the skills and potential of the candidates, whatever they may have covered in the past, and all candidates sitting the examinations are considered for an academic scholarship.

All candidates are invited to NLGS for an informal interview with a member of our academic staff.

### **Entry at 16+ (Lower Sixth Form):**

Places are offered subject to a minimum of five GCSE passes (or equivalent) at grade B or above. Additionally, pupils will be expected to meet the specific subject entry requirements for their A Level choices. This is a pass at grade A or B (or equivalent) depending on the subject. International applicants for Sixth Form places who are not taking GCSE or IGCSE examinations must have the equivalent qualifications and IELTS level 6.0 or above.

## **Scholarships and Bursaries**

About a third of our parents benefit from reduced fees, either through scholarships or bursaries.

### **Bursaries**

Our aim is to ensure that NLGS is accessible to all talented students, irrespective of parental income, and any prospective pupil is eligible to apply. Bursaries can also be offered to pupils already in the school whose families have suffered sudden and unexpected financial hardship.

However, only families with a relatively low household income are likely to receive Bursary assistance. For indicative purposes only, this means that household income per annum (before taxes and benefits) is likely to be no higher than £50,000. The award of a Bursary does not preclude pupils from holding a Scholarship award.

The granting of a Bursary is discretionary. In making its decisions, the School considers a wide range of appropriate matters including, but not limited to, parental / guardian income (from all sources), assets (including personal property) and other matters that are particular to the pupil, such as family circumstances. All Bursaries are reassessed annually by means of a newly completed form and disclosure of up to date financial circumstances.

The amount awarded is based solely upon financial circumstances. However, all Bursarial support is subject to qualifying in the Entrance Examinations and if (as is likely) the demand exceeds the number available, Bursaries will be awarded with reference to performance in the Entrance Assessments.

Parents are also required to submit comprehensive documentation in support of their applications.

### **Scholarships**

Scholarships are assessed with a view to encouraging pupils. The breadth and depth of the awards can vary each year depending on the quality of applicants. All 11+ and 13+ day pupil candidates are automatically considered for Academic Scholarships but specific application forms are required for other scholarships.

- Scholarships are available to registered candidates and are all based on assessment. In the event of there being no outstanding candidates for a particular award the money may be allocated to another category.

- The awards are made without regard to parental income and are usually worth a percentage of the school fees but may also be a fixed amount.

- Scholarships awarded at 11+ and 13+ will remain until the pupil reaches the end of the Fifth Year provided they maintain the expected standards.

- Academic scholarships awarded at 11+ and 13+ will continue into the Sixth Form provided the pupil's GCSE performance meets the standards expected of a scholar.

- Even if a bursary is awarded as a percentage of the annual fee, a scholarship may also be given.

- A pupil who pays reduced fees because of a bursary may also be awarded an honorary scholarship, which can be implemented if future family income were to increase.

- There is no set number of scholarship awards but a sum equivalent to ten full fees may be given each year.

## **2017/2018 Fees, Discounts and Payment Methods**

As a registered charity North London Grammar School (NLGS) ensures that the school fees are kept at minimum to make it affordable for the parents.

The yearly payment or first instalment is payable before the student is admitted, but must be paid by 17th June 2017. The remainder of fees are payable by termly instalments. School fees include tuition and lesson materials. After-school clubs, school bus service, lunch, workbooks, reading books, revision materials and uniform are payable separately.

There is a non-refundable registration fee of £60 for the UK students (£150 for International Students) when the application form is submitted.

### **School Fees for UK students**

School fees for the school year 2017/2018 for KS3/KS4 are £7,500 per annum for a day place and £15,000 per annum for a boarding place. School fees for KS5 are £11,250 for a day place and £18,750 per annum for a boarding place.

### **School Fees for International students**

School fees for the school year 2017/2018 for KS3/KS4 are £11,850 for a day place and £19,950 per year for a boarding place and for KS5 are £15,900 per year for a day place and £23,650 per year for a boarding place. School fees for UFP are 13,500 for a day place and £21,00 per annum for a boarding place.

### **Deposit**

On acceptance of an offer for a place at the School, a deposit of £300.00 (£500 for International Students) is payable.

- (i) This deposit is repaid when the child leaves the school, after deducting any outstanding amounts.
- (ii) The sum is forfeited in the event of subsequent withdrawal before actually joining the School.

### **Payment Methods**

Fees and payments can be paid online: <http://northlondongrammar.com/school-fees-payment/>

Fees can also be paid by direct debit, bank transfer or cheque, yearly or termly with the name of your child and year used as the reference.

**Fees must be paid in advance before the start of the academic year or each term by the following deadlines:**

#### **17th June 2017**

Payment for the year with £200 discount or payment for the Autumn Term

#### **12th December 2017**

Payment for the Spring Term

**27th March 2018**

Payment for the Summer Term

**Termly Direct Debit:**

Most parents choose to pay the school fees by termly direct debits, which are paid by the deadline dates stated on the previous page. Should you wish to pay by termly direct debit, please indicate this on the Payment Agreement Form and complete and return the bank mandate to the Finance Officer.

If payment by direct debit is not possible or if a direct debit mandate has not been submitted, payment of fees must be made by cheque by the deadline dates stated on the previous page. Failure to do so may result in a late payment surcharge of 1% per month. Please write the student's name and year on the reverse of the cheque.

**Standing Order or Bank Transfer**

Cash payments cannot be accepted for insurance reasons. However, payment by standing order or bank transfer is accepted by prior agreement with the Finance Officer.

**Our bank details**

North London Grammar School  
HSBC  
Sort Code : 40-06-18

Account Number : 01489372

Please make sure that you put your child's name as the reference for payment.

**Discounts**

There is a discount of £300 for a second or subsequent sibling while the older sibling is still at NLGS. Each child in the family attending NLGS is entitled to a £300 discount each year.

A discount of £200 is available to any parent who wishes to make an early payment for the whole year's fees by 17th June 2016.

**Reviewed by H Gokce in September 2017**

**Next Review Date: September 2018**

